



**BILLING CODE:** 7515-01U

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

NARA-2016-026

Records Schedules; Availability and Request for Comments

**AGENCY:** National Archives and Records Administration (NARA)

**ACTION:** Notice of availability of proposed records schedules; request for comments

**SUMMARY:** The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when agencies no longer need them for current Government business. The records schedules authorize agencies to preserve records of continuing value in the National Archives of the United States and to destroy, after a specified period, records lacking administrative, legal, research, or other value. NARA publishes notice in the Federal Register for records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites public comments on such records schedules.

**DATES:** NARA must receive requests for copies in writing by [INSERT DATE 30 DAYS FROM PUBLICATION IN THE FEDERAL REGISTER]. Once NARA finishes appraising the records, we will send you a copy of the schedule you requested. We usually prepare appraisal memoranda that contain additional information concerning the records covered by a proposed schedule. You may also request these. If you do, we will also provide them once we have completed the appraisal. You have 30 days after we send to you these requested documents in which to submit comments.

**ADDRESSES:** You may request a copy of any records schedule identified in this notice by contacting Records Appraisal and Agency Assistance (ACRA) using one of the following means:

Mail: NARA (ACRA); 8601 Adelphi Road; College Park, MD 20740-6001

Email: [request.schedule@nara.gov](mailto:request.schedule@nara.gov)

FAX: 301-837-3698

You must cite the control number, which appears in parentheses after the name of the agency that submitted the schedule, and a mailing address. If you would like an appraisal report, please include that in your request.

**FOR FURTHER INFORMATION CONTACT:** Margaret Hawkins, Director, by mail at Records Appraisal and Agency Assistance (ACRA); National Archives and Records Administration; 8601 Adelphi Road; College Park, MD 20740-6001, by phone at 301-837-1799, or by email at [request.schedule@nara.gov](mailto:request.schedule@nara.gov).

**SUPPLEMENTARY INFORMATION:** NARA publishes notice in the Federal Register for records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites public comments on such records schedules, as required by 44 U.S.C. § 3303a(a).

Each year, Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing records retention periods and submit these schedules for NARA's approval. These schedules provide for timely transfer into the National Archives of historically valuable records and authorize the agency to dispose of all other records after the agency no longer needs them to conduct its business. Some schedules are

comprehensive and cover all the records of an agency or one of its major subdivisions. Most schedules, however, cover records of only one office or program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless otherwise specified. An item in a schedule is media neutral when an agency may apply the disposition instructions to records regardless of the medium in which it creates or maintains the records. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is expressly limited to a specific medium. (See 36 CFR 1225.12(e).)

Agencies may not destroy Federal records without Archivist of the United States' approval. The Archivist approves destruction only after thoroughly considering the records' administrative use by the agency of origin, the rights of the Government and of private people directly affected by the Government's activities, and whether or not the records have historical or other value.

In addition to identifying the Federal agencies and any subdivisions requesting disposition authority, this notice lists the organizational unit(s) accumulating the records (or notes that the schedule has agency-wide applicability when schedules cover records that may be accumulated throughout an agency); provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction); and includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal

memorandum for the schedule, it also includes information about the records. You may request additional information about the disposition process at the addresses above.



## **SCHEDULES PENDING:**

1. Department of the Army, Agency-wide (DAA-AU-2016-0042, 1 item, 1 temporary item). Master files of an electronic information system that contains records relating to marketing in support of recruitment efforts.

2. Department of the Army, Agency-wide (DAA-AU-2016-0048, 9 items, 9 temporary items). Records related to individual and unit mobilization and duty assignments.

3. Department of the Army, Agency-wide (DAA-AU-2016-0051, 1 item, 1 temporary item). Records related to equipment requirements to support named operations.

4. Department of the Army, Agency-wide (DAA-AU-2016-0052, 1 item, 1 temporary item). Master files of an electronic information system that contains records related to ammunition accountability.

5. Department of the Army, Agency-wide (DAA-AU-2016-0062, 1 item, 1 temporary item). Master files of an electronic information system that contains records related to emergency management system calls and responses.

6. Department of Commerce, National Institute of Standards and Technology (DAA-0167-2016-0006, 5 items, 5 temporary items). Associates' records to include case files pertaining to guest researchers. Included are applications, travel information, and agreements.

7. Department of Commerce, National Institute of Standards and Technology (DAA-0167-2016-0007, 6 items, 6 temporary items). Records of the National Voluntary Laboratory Accreditation Program, including accreditation records, assessor files, laboratory files, and supporting documents for the accreditation program.

8. Department of Energy, Naval Nuclear Propulsion Program (DAA-0434-2015-0006, 30 items, 27 temporary items). Mission related records including policies and procedures, staging packages, power plant checks, fleet support, equipment history, project support and associated records. Proposed for permanent retention are records of nationally significant events, significant research, and program planning and execution.

9. Department of Homeland Security, U.S. Secret Service (DAA-0087-2016-0002, 2 items, 1 temporary item). Master files of a retired electronic information system used to manage internal investigations and security functions. Proposed for permanent retention are master files of an electronic information system used to manage mission-related criminal investigations and protective activities.

10. Department of Transportation, Federal Railroad Administration (DAA-0399-2015-0001, 2 items, 1 temporary item). Records pertaining to general correspondence. Proposed for permanent retention is correspondence pertaining to senior officials.

11. General Services Administration, Public Buildings Service (DAA-0121-2015-0001, 21 items, 14 temporary items). Records relating to durable property, routine building drawings and specifications, routine inspections, reports, studies, and certificates; routine equipment and art inventories; routine property appraisal, planning, and disposal records; construction program records and project files; and facility management, operations, and services, leasing, and building physical security records. Proposed for permanent retention are real property records documenting acquisition, ownership and disposal; significant building drawings and specifications, inspections, reports, studies, and certificates relating to buildings, equipment, and property; significant art inventory records; property disposal case records; significant new building methods and materials records; and buildings program records regarding nationwide agreements with Federal agencies.

12. National Archives and Records Administration, Government-wide (DAA-GRS-2017-0001, 1 item, 1 temporary item). A General Records Schedule for Federal agency administrative and information technology help desk records.

13. National Archives and Records Administration, Government-wide (DAA-GRS-2017-0002, 2 items, 2 temporary items). A General Records Schedule for public customer service records.



14. Peace Corps, Office of Global Operations (DAA-0490-2017-0001, 1 item, 1 temporary item). Records of the Office of Staging and Pre-Departure, related to facilitating the orientation and departure of volunteers to overseas posts.

15. Vietnam Education Foundation, Agency-wide (DAA-0508-2017-0001, 17 items, 9 temporary items). Records to include biographies, routine photographs, compliance reports, grant applications, fellowship files, and immigration documents. Proposed for permanent retention are Board of Directors records, official photographs, Executive Director correspondence, publications, news releases, video recordings, and historical documents.

Laurence Brewer

Chief Records Officer for the U.S. Government

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